

FINANCE & HUMAN RESOURCE DIRECTOR

JOB SUMMARY

Responsible for performing human resources, financial and accounting work for the Town. Performs a variety of personnel related functions.

SUPERVISION RECEIVED

Works under the general supervision of the Town Administrator who is consulted concerning overall fiscal administrative policy decisions, budget preparations, and unusual problems. Duties are performed independently using generally accepted accounting principles, State and Federal regulations and Town ordinances. Work is reviewed through internal and external audits.

SUPERVISION EXERCISED

Exercises supervision over all finance department staff.

EXAMPLES OF ESSENTIAL DUTIES

[The listed examples are illustrative only and may not include all duties found in this position.]

1. Assists in the preparation and daily administration of the Town budget. Analyzes and monitors expenditures against actual appropriations and notifies the Town Administrator of possible budget overruns or revenue shortfalls, trends, and Department actions. Recommends cost savings or new programs to benefit the Town's financial status. Oversees development of budget and prepares monthly reports.
2. Oversees posting of cash receipts and deposits; maintains general ledger and accounting records; reconciles general ledger to Tax Collector, Town Clerk and Town Treasurer's records.
3. Prepares financial reports for Department and management use and the Department of Revenue Administration; prepares financial statements for annual audit and assists auditors with the audit. Oversees staff in preparing payroll reports for Social Security, retirement, W-2's, Worker's Compensation, and unemployment. Maintains

records and files appropriate reports on State and Federal grants to agencies overseeing grants.

4. Keeps abreast of related State legislation, government accounting standards, and Internal Revenue Statements and assures that the Town is in compliance. Recommends and implements accounting and financial policies.
5. Plans, organizes and directs the Town's personnel programs which include position classification, salary and wage spreadsheets and reports. Oversees adherence to labor regulations including EEO/ADA/FMLA/FLSA and personnel record-keeping; furnishes personnel services to Town departments; advises Town officials on personnel policy practices and problems; counsels employees on employee rights and personnel matters.
6. Maintains confidential personnel records, report of injury log, medical records, and employee certification and training files.
7. Completes payroll for employees and town officials; maintains associated manifests, records and reconciliation reports.
8. Checks references of potential Town employees; performs orientation of new employees, including explaining benefits. Compiles employee manual[s], new hire forms, including employment applications, to meet applicable state and federal employment rules and regulations. Enrolls new and existing employees in direct deposit and other programs.
9. Administers the Town's health, life, and other insurances; researches employee benefit options and submits recommendations to the Town Administrator. Maintains Town insurances for buildings, vehicles, equipment, and liability, including additions, deletions, and evaluation of rates.
10. Oversees support staff in the completion of Accounts Payable, including manifests and vendor files, payroll, Certificates of Insurance, I-9's, inventory logs, asset management and surplus property disposition in accordance with federal, state and Town policies and procedures.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles and techniques of municipal accounting and finance. Thorough knowledge of state, federal and Town policies and procedures and general principles of personnel and payroll administration. Knowledge of the general principles of public fiscal administration including budgeting, purchasing, fiscal planning and reporting systems. Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to make mathematical calculations rapidly and accurately; ability to effectively supervise staff; ability to communicate verbally and in writing in a timely manner; ability to establish and maintain effective working relationships with other departments, employees, Town officials and the general public. Experience with general office equipment and computers and computer programs including MUNISMART municipal software, Excel and Word.

QUALIFICATIONS

A Bachelor's degree with specialization in accounting, finance, human resources or related field plus five years progressively responsible experience in accounting; OR any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Physical and Mental Requirements (Town will make reasonable accommodations per ADA)

Primary Physical Requirements	Other Physical Considerations
Lift up to 10 lbs.: Frequently required.	Twisting: Not required.
Lift up to 25 lbs.: Occasionally required.	Bending: Occasionally required.
Lift 26 to 50 lbs.: Rarely required.	Crawling: Not required.
Lift over 50 lbs.: Not required.	Squatting: Occasionally required.
	Kneeling: Occasionally required
	Crouching: Occasionally required.

Carry up to 10 lbs.: Frequently required.	Climbing: Not required. Balancing: Not required.												
Carry 11 to 25 lbs.: Occasionally required.													
Carry 26 to 50 lbs.: Not required.													
Carry over 50 lbs.: Not required													
Reach above shoulder height: Occasionally required.	Work Surface(s) Standard office desk and chair. Carpeted and tile floors.												
Reach at shoulder height: Occasionally required.													
Reach below shoulder height: Occasionally required.													
Push/Pull: Occasionally required													
Hand Manipulation													
Grasping: Frequently required.	During an 8 Hour Day Employee is Required to:												
Handling: Frequently required.	<table><tr><td></td><td>Consecutive Hours</td><td>Total Hours</td></tr><tr><td>Torqueing: Occasionally required</td><td>Sit around 2</td><td>up to 8</td></tr><tr><td>Fingering: Frequently required.</td><td>Stand less than 1</td><td>less than 1</td></tr><tr><td>Controls and Equipment: Computer, telephone Copy and fax machines, calculator, shredder.</td><td>Walk less than 1</td><td>less than 1</td></tr></table>		Consecutive Hours	Total Hours	Torqueing: Occasionally required	Sit around 2	up to 8	Fingering: Frequently required.	Stand less than 1	less than 1	Controls and Equipment: Computer, telephone Copy and fax machines, calculator, shredder.	Walk less than 1	less than 1
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